



**Community-Based Probation & Pretrial Services**

# **AGENCY DIRECTORY**

**October 2022**

**Virginia Department of Criminal Justice Services  
1100 Bank Street  
Richmond, Virginia 23219**

**[www.dcjs.virginia.gov](http://www.dcjs.virginia.gov)**

# CCCA/PSA AGENCY DIRECTORY

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This directory includes the following sections:

- **Agency Directory** (pages 3–12): Alphabetical listing of programs with detailed information. Satellite offices and alternate contacts are included under the agency name.

The type of program offered by each agency is also included in the Agency Directory portion of this document. The following abbreviations are used:

CCPT	Community Corrections & Pretrial Services
CC	Community Corrections only
PT	Pretrial Services only
S/A	Satellite Office and/or Alternate Contact (followed by CCPT, CC, PT to indicate what programs that office and/or contact provide)
Fees	Agencies approved to collect supervision/intervention fees

Due to confidentiality issues associated with criminal history records, each agency listing now includes whether the agency is VCIN certified or not.

- **Locality Cross Reference** (pages 13-15): The community corrections and/or pretrial services agency serving each locality listed by locality. If an “N/A” is next to a locality, then there are *no agencies available to accept transfers*. The “Program Type” column indicates whether a community corrections agency, a pretrial services agency, or both are available. **Please be aware that not all agencies provide both services.**
- **CCCA/PSA Agency Directory Information Update Form** (page 16): Please send this to [CCCAPSA@dcjs.virginia.gov](mailto:CCCAPSA@dcjs.virginia.gov) if there are any changes or updates to the directory.

## Virginia Department of Criminal Justice Services Contacts:

Jennifer MacArthur, <i>Manager</i>	(804) 786-6534	<a href="mailto:jennifer.macarthur@dcjs.virginia.gov">jennifer.macarthur@dcjs.virginia.gov</a>
Angelica Brown	(804) 659-6762	<a href="mailto:angelica.brown@dcjs.virginia.gov">angelica.brown@dcjs.virginia.gov</a>
Leslie Egen	(804) 371-0531	<a href="mailto:leslie.egen@dcjs.virginia.gov">leslie.egen@dcjs.virginia.gov</a>
Amanda Griffith	(804) 718-1471	<a href="mailto:amanda.griffith@dcjs.virginia.gov">amanda.griffith@dcjs.virginia.gov</a>
Paula Harpster	(804) 786-1140	<a href="mailto:paula.harpster@dcjs.virginia.gov">paula.harpster@dcjs.virginia.gov</a>
Cynthia Nwarache	(804) 659-2264	<a href="mailto:cynthia.nwarache@dcjs.virginia.gov">cynthia.nwarache@dcjs.virginia.gov</a>
Ken Rose	(804) 225-4329	<a href="mailto:kenneth.rose@dcjs.virginia.gov">kenneth.rose@dcjs.virginia.gov</a>
Tisha Skinner	(804) 807-1202	<a href="mailto:tisha.skinner@dcjs.virginia.gov">tisha.skinner@dcjs.virginia.gov</a>

Fax: (804) 786-3414

**PTCC HELPDESK 1-866-311-1452 (toll-free)**  
**Or email: [ptcchelp@dcjs.virginia.gov](mailto:ptcchelp@dcjs.virginia.gov)**

*Please report changed, incorrect, or missing information on the form on page 16 and submit it to [CCCAPSA@dcjs.virginia.gov](mailto:CCCAPSA@dcjs.virginia.gov)*

## CCCA/PSA Agency Directory

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### **Accomack/Northampton Community Corrections**

23296 Courthouse Avenue, Room 107  
P.O. Box 291 (mailing)  
Accomack, VA 23301  
Phone: (757) 787-5708 / Fax: (757) 789-9030  
Email: [jperry@co.accomack.va.us](mailto:jperry@co.accomack.va.us)

Program Type: CCPT  
VCIN Certified: Yes      Fees: No  
Area Served: Accomack, Northampton  
**\*Jolynn Perry, Program Manager**

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### **Alexandria Criminal Justice Services**

Alexandria Sheriff's Office  
2003 Mill Road, 1st Floor  
Alexandria, VA 22314  
Phone: (703) 746-4547 / Fax: (703) 838-3898  
Email: [desha.hall@alexandriava.gov](mailto:desha.hall@alexandriava.gov)

Program Type: CCPT  
VCIN Certified: Yes      Fees: No  
Area Served: City of Alexandria  
**\*Ms. Desha Hall-Winstead, Director**

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### **Arlington Community Corrections Program**

Community Corrections  
1400 North Uhle St., Suite 102  
Court Square West  
Arlington, VA 22201  
Phone: (703) 228-0125 / Fax: (703) 228-0128  
Email: [twest1@arlingtonva.us](mailto:twest1@arlingtonva.us)

Program Type: CC  
VCIN Certified: Yes      Fees: No  
Area Served: Arlington, Falls Church  
**\*Ms. Teya M. West, Director**

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### **Arlington County Sheriff's Office**

Pretrial Services  
1425 North Courthouse Road, #9100  
Arlington, VA 22201  
Phone: (703) 228-0573  
Cell: (571) 775-9493/Fax: (703) 228-7104  
Email: [drogers@arlingtonva.us](mailto:drogers@arlingtonva.us)

Program Type: PT  
VCIN Certified: Yes      Fees: N/A  
Area Served: Arlington, Falls Church  
**\* Lieutenant Dena Rogers**

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### **Blue Ridge Court Services**

White Star Mill Building  
125 South New Street  
Staunton, VA 24401  
Phone: (540) 886-1008 / Fax: (540) 886-8029  
Email: [roanems@ci.staunton.va.us](mailto:roanems@ci.staunton.va.us)  
[harnerte@ci.staunton.va.us](mailto:harnerte@ci.staunton.va.us)

Program Type: CCPT  
VCIN Certified: Yes      Fees: Yes  
Area Served: Augusta, Staunton, Waynesboro, Highland, Rockbridge, Lexington, Buena Vista  
**\* Ms. Megan Roane, Director**  
**Ms. Tasha Harner, Assistant Director**

Lexington Office  
Rockbridge County Court Building, 2<sup>nd</sup> Floor  
26 North Main Street  
Lexington, VA 24450  
Phone: (540) 461-8927/ Fax: (540) 461-8945

Program Type: S/A-CCPT

## CCCA/PSA Agency Directory

### Pretrial Services

Email: [honigsl@ci.staunton.va.us](mailto:honigsl@ci.staunton.va.us)

Phone: (540) 886-1008 X4206

Program Type: S/A-PT

***Ms. Samantha Honig, Pretrial Manager***

### Probation Services

Email: [lightnerar@ci.staunton.va.us](mailto:lightnerar@ci.staunton.va.us)

Phone: (540) 886-1008 X4214

Program Type: S/A Probation

***Mr. Andrew Lightner, Probation Manager***

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### Chesapeake Community Corrections

1202 20th Street

Chesapeake, VA 23324

Phone: (757) 543-0200, ext. 101

Fax: (757) 543-2844

Email: [crcraver@cityofchesapeake.net](mailto:crcraver@cityofchesapeake.net)

Program Type: CCPT

VCIN Certified: Yes Fees: Yes

Area Served: Chesapeake

***\* Ms. Corinna "Cori" Craver, Director***

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### Chesterfield/Colonial Heights Community Corrections Services

10111 Krause Road, Suite 202

P.O. Box 40 (mailing)

Chesterfield, VA 23832

Phone: (804) 318-8220 / Fax: (804) 717-2275

Email: [hughesg@chesterfield.gov](mailto:hughesg@chesterfield.gov)

[carpenterj@chesterfield.gov](mailto:carpenterj@chesterfield.gov)

Program Type: CCPT

VCIN Certified: Yes Fees: Yes

Area Served: Chesterfield, Colonial Heights

***\*Mr. Gary Hughes, Director***

***Ms. JoAnn Carpenter, Assistant Director***

### Chesterfield Office

Phone: (804) 318-8234 / Fax: (804) 717-2275

Email: [pault@chesterfield.gov](mailto:pault@chesterfield.gov)

Program Type: S/A-CC

***Mr. Trenton Paul, Probation Supervisor***

### Chesterfield Office

Phone: (804) 318-8223 / Fax: (804) 717-2275

Email: [HarrisLet@chesterfield.gov](mailto:HarrisLet@chesterfield.gov)

Program Type: S/A-CC

***Ms. Letitia Harris, JDR Probation Supervisor***

### Chesterfield Office

Phone: (804) 318-8225 / Fax: (804) 717-2275

Email: [dennisj@chesterfield.gov](mailto:dennisj@chesterfield.gov)

Program Type: S/A -PT

***Ms. Jennifer Dennis, Pretrial Supervisor***

### Colonial Heights Office

550 Boulevard

Colonial Heights, VA 23834

Phone: (804) 431-2054 / Fax: (804) 524-8718

Email: [hefferona@chesterfield.gov](mailto:hefferona@chesterfield.gov)

Program Type: S/A-CCPT

***Ms. Anna Hefferon, Probation Supervisor***

## CCCA/PSA Agency Directory

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### **Clinch Valley Community Corrections Program**

1379 Tazewell Avenue  
P.O. Box 188 (mailing)  
North Tazewell, VA 24630  
Phone: (276) 988-5583 / Fax: (276) 979-1413  
Email: [lpowers@clinchvalleycaa.org](mailto:lpowers@clinchvalleycaa.org)  
[ypatterson@clinchvalleycaa.org](mailto:ypatterson@clinchvalleycaa.org)

Program Type: CC  
VCIN Certified: Yes      Fees: Yes  
Area Served: Tazewell (No PT)  
**\*Ms. Leisha F. Powers, Director**  
**Ms. Yvette Patterson, Probation Officer**

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### **Colonial Community Corrections**

4093 Ironbound Road, Suite B  
Williamsburg, VA 23188  
Phone: (757) 564-2311 / Fax: (757) 229-8963  
Email: [hal.diggs@jamescitycountyva.gov](mailto:hal.diggs@jamescitycountyva.gov)  
[amy.jacobson@jamescitycountyva.gov](mailto:amy.jacobson@jamescitycountyva.gov)

Program Type: CCPT  
VCIN Certified: Yes      Fees: Yes  
Area Served: Charles City, James City, New Kent, Poquoson, Williamsburg, York  
**\* Mr. Harold "Hal" Diggs, III, Director**  
**Ms. Amy E. Jacobson, Assistant Director**

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### **Court Community Corrections**

1717 D Peters Creek Road  
Roanoke, VA 24017  
Phone: (540) 562-3489 / Fax: (540) 562-3494  
Email: [khullette@roanokecccp.org](mailto:khullette@roanokecccp.org)  
[cwills@roanokecccp.org](mailto:cwills@roanokecccp.org)

Program Type: CCPT  
VCIN Certified: Yes      Fees: Yes  
Area Served: Alleghany (No PT), Bath (No PT), Botetourt (No PT), Covington (No PT), Craig (No PT), Roanoke City, Roanoke County, Salem  
**\* Ms. Krystal Hullette, Director**  
**Ms. Christi Wills, Pretrial Coordinator (for Pretrial cases only)**

### **\*Send all transfer requests to the Roanoke Office - Fax (540) 562-3494**

20 South Roanoke Street, Ste. 204  
Fincastle, VA 24090  
Phone: (540) 473-0135 / Fax (540) 473-1150  
Email: [khullette@roanokecccp.org](mailto:khullette@roanokecccp.org)

Program Type: S/A - CC  
**\* Ms. Krystal Hullette, Director**  
**Fincastle Office only open Monday, Wednesday and Friday**

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### **Culpeper County Criminal Justice Services**

155 West Davis Street, Suite 200  
Culpeper, VA 22701  
Phone: (540) 727-3450 / Fax: (540) 727-3452  
Email: [alawson@culpepercounty.gov](mailto:alawson@culpepercounty.gov)

Program Type: CCPT  
VCIN Certified: Yes      Fees: Yes  
Area Served: Culpeper  
**\* Mr. Andrew Lawson, Director**  
**Andreas Brielmaier, Deputy Director (Pretrial)**

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### **Fairfax County General District Court - Court Services Division, CC & PT Program**

4110 Chain Bridge Road, Suite 203  
Fairfax, VA 22030  
Phone: (703) 246-2153 or (703) 246-7530  
Fax: (703) 352-7869  
Email: [colin.mcdonald@fairfaxcounty.gov](mailto:colin.mcdonald@fairfaxcounty.gov)  
[shawn.lherisse@fairfaxcounty.gov](mailto:shawn.lherisse@fairfaxcounty.gov)

Program Type: CCPT  
VCIN Certified: Yes      Fees: No  
Area Served: Fairfax City, Fairfax County  
**\* Mr. Colin McDonald, Director**  
**MrShawn Lherisse, Case Manager Supervisor**

## CCCA/PSA Agency Directory

### **Fairfax County JDRDC Community Corrections Services Unit**

4110 Chain Bridge Road, Suite 202  
Fairfax, VA 22030  
Phone: (703) 246-3040 / Fax: (703) 246-6172  
Email: [javan.deloach@fairfaxcounty.gov](mailto:javan.deloach@fairfaxcounty.gov)  
[kimberly.parr@fairfaxcounty.gov](mailto:kimberly.parr@fairfaxcounty.gov)

Program Type: CCPT  
**Mr. Mike DeLoach, Director,**  
**Community Corrections Services**  
**Ms. Kimberly Parr, Assistant Director**

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### **Fauquier County Office of Adult Court Services**

70 Culpeper Street  
Warrenton, Virginia 20186  
Phone: (540) 422-8080 / Fax: (540) 422-8065  
Email: [tom.pavelko@fauquiercounty.gov](mailto:tom.pavelko@fauquiercounty.gov)  
[tiffany.embrey@fauquiercounty.gov](mailto:tiffany.embrey@fauquiercounty.gov)

Program Type: CCPT  
VCIN Certified: Yes Fees: No  
Area Served: Fauquier, Rappahannock  
**\* Mr. Thomas Pavelko, Director**  
**Ms. Tiffany Embrey, Assistant Director**

Community Corrections  
Phone : (540) 422-8077 / Fax : (540)422-8065  
Email: [carrie.siegfried@fauquiercounty.gov](mailto:carrie.siegfried@fauquiercounty.gov)

Program Type: S/A-CC  
**Ms. Carrie Siegfried, Sr. Court Services Officer**

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### **Fifth Judicial District Comm. Corr.**

Suffolk Human Services  
135 Hall Ave., Suite B  
Suffolk, VA 23434  
  
P.O. Box 1818 (mailing)  
Suffolk, VA 23439  
Phone: (757) 514-7460 / Fax: (757) 514-4875  
Email: [mlgriffin@suffolkva.us](mailto:mlgriffin@suffolkva.us)

Program Type: CC  
VCIN Certified: Yes Fees: Yes  
Area Served: Franklin City, Isle of Wight,  
Southampton, Suffolk  
**\* Mr. Marvin L. Griffin, Jr., Program  
Coordinator**

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### **Halifax/Pittsylvania Court Services**

129 S. Main Street  
P.O. Box 1158 (mailing)  
Halifax, VA 24558  
Phone: (434) 476-1183 / Fax: (434) 476-5032  
Email: [fhh@co.halifax.va.us](mailto:fhh@co.halifax.va.us)

Program Type: CCPT  
VCIN Certified: Yes Fees: Yes  
Area Served: Danville, Halifax, Henry,  
Martinsville, Patrick, Pittsylvania  
**\* Ms. Freda H. Holliday, Director**

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### **Hampton/Newport News CJ Agency**

2501 Washington Ave., 4<sup>th</sup> Floor  
Newport News, VA 23607  
Phone: (757) 926-6967 / Fax: (757) 926-6956  
Email: [mdennis@hampton.gov](mailto:mdennis@hampton.gov)

Program Type: CCPT  
VCIN Certified: Yes Fees: Yes  
Area Served: Hampton, Newport News  
**\* Mr. Marcus Dennis, Director**

**ALL TRANSFERS fax (757) 926-6956**

## CCCA/PSA Agency Directory

Phone: (757) 926-1746 / Fax: (757) 926-6956  
Email: [candi.franklin@hampton.gov](mailto:candi.franklin@hampton.gov)

Program Type: CCPT  
**Ms. Candi Franklin, Supervisor, CC & PTS**

Phone: (757) 926-6948 / Fax: (757) 926-6956  
Email: [crolon@hampton.gov](mailto:crolon@hampton.gov)

Program Type: CC  
**Ms. Cheryl Rolon, Supervisor, DV Team**

Phone: (757) 926-1742 / Fax: (757) 926-6956  
Email: [jaskinner@hampton.gov](mailto:jaskinner@hampton.gov)

Program Type: CCPT  
**Ms. Joyce Skinner, Supervisor, QA & Support**

Hampton Pretrial Services  
236 N. King Street  
Hampton, VA 23669  
Phone: (757) 726-6904 or (757) 926-6974  
Fax: (757) 727-6556  
Email: [pmasterson@hampton.gov](mailto:pmasterson@hampton.gov)

Program Type: S/A-PT (investigations only)  
**VACANT, Supervisor, Pretrial Investigations**

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**Hanover Community Corrections**  
7515 County Complex Rd.  
P.O. Box 470 (mailing)  
Hanover, VA 23069-0505  
Phone: (804) 365-6873 / Fax: (804) 365-6341  
Email: [mrytyler@hanovercounty.gov](mailto:mrytyler@hanovercounty.gov)

Program Type: CCPT  
VCIN Certified: Yes      Fees: Yes  
Area Served: Caroline, Hanover  
**\* Ms. Maranda Tyler-Traynham, Director**

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**Henrico County Community Corrections Program**  
8600 Dixon Powers Drive  
Richmond, VA 23228  
P.O. Box 90775 (mailing)  
Henrico, VA 23273  
Phone: (804) 501-4122 / Fax: (804) 501-5184  
Email: [joh40@henrico.us](mailto:joh40@henrico.us)

Program Type: CCPT  
VCIN Certified: Yes      Fees: Yes  
Area Served: Henrico  
**\* Ms. Shelby P. Johnson, Director**

Probation Services  
Phone: (804) 501-5190 / Fax: (804) 501-5184  
Email: [jac088@henrico.us](mailto:jac088@henrico.us)

Program Type: S/A-CC  
**Mr. Christopher Jacobs Probation Unit Supervisor**

Pretrial Services  
Phone: (804) 501-5188 / Fax: (804) 501-5184  
Email: [sie017@henrico.us](mailto:sie017@henrico.us)

Program Type: S/A-PT  
**Ms. Laura Siegfried, Pretrial Unit Supervisor**

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**Loudoun County Community Corrections**  
107 Loudoun Street, SE  
Leesburg, VA 20175  
Phone: (571) 258-3999 / Fax: (703) 777-0110  
Email: [terry.sullivan@loudoun.gov](mailto:terry.sullivan@loudoun.gov)  
[april.higgs@loudoun.gov](mailto:april.higgs@loudoun.gov)

Program Type: CCPT  
VCIN Certified: Yes      Fees: Yes  
Area Served: Loudoun  
**\* Mr. Terry R. "Chip" Sullivan, Director**  
**April M. Higgs, Deputy Director**

## CCCA/PSA Agency Directory

**Community Corrections & Pretrial Services**  
209 Gibson Street NW, Suite 202A  
Leesburg, VA 20176  
Phone: (703) 777-0107 / Fax: (703) 777-0366  
Email: [elizabeth.boden@loudoun.gov](mailto:elizabeth.boden@loudoun.gov)  
[chad.earhart@loudoun.gov](mailto:chad.earhart@loudoun.gov)

Program Type: S/A-CCPT  
**Ms. Elizabeth Boden, Probation Manager**  
**Mr. Chad Earhart, Pretrial Manager**

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**Lynchburg CC & PT Services**  
925 Church Street  
Lynchburg, VA 24504  
Phone: (434) 455-3750 / Fax: (434) 847-1037  
Email: [cplummer@lynchburgva.gov](mailto:cplummer@lynchburgva.gov)

Program Type: CCPT  
VCIN Certified: Yes      Fees: Yes  
Area Served: Bedford, Campbell, Lynchburg  
**\* Ms. Cynthia Plummer, Agency Director**

Pretrial Services  
925 Church Street  
Lynchburg, VA 24504  
Phone: (434) 455-3750 / Fax: (434) 847-1037  
Email: [jennifer.peters@lynchburgva.gov](mailto:jennifer.peters@lynchburgva.gov)

Program Type: S/A-PT  
**Ms. Jennifer Peters, Pretrial Services Officer II**

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**Middle Peninsula Local Probation & Pretrial**  
305 Prince Street  
P.O. Box 3125 (mailing)  
Tappahannock, VA 22560  
Phone: (804) 693-3088/ Fax: (804) 445-0725  
Email: [hopebrooks\\_mplp@yahoo.com](mailto:hopebrooks_mplp@yahoo.com)

Program Type: CCPT  
VCIN Certified: Yes      Fees: Yes  
Area Served: Essex, King William, King and Queen  
**\* Mrs. Hope Brooks, Director**

Gloucester Court House (no mail)  
7400 Justice Drive  
Gloucester, VA 23061 /Phone: (804) 699-3674  
Fax: (804) 824-2536  
Email: [dstout@gloucesterva.info](mailto:dstout@gloucesterva.info) (probation)  
[mhorton@gloucesterva.info](mailto:mhorton@gloucesterva.info) (pretrial)

Program Type: S/A-CCPT (transfers only)  
Area Served: Gloucester, Mathews, Middlesex  
**Ms. Dana Stout, Probation Officer**  
**Mr. Michael Horton, Pretrial Officer**

Probation transfers: (804) 693-3210  
Pretrial transfers phone: (804) 699-3674

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**New River CC & PT Services**  
58 North Washington Avenue  
P.O. Box 191 (mailing)  
Pulaski, VA 24301  
Phone: (540) 994-5061 / Fax: (540) 994-5050  
Toll Free: 1-866-280-0792  
Email: [scgoad@pulaskicounty.org](mailto:scgoad@pulaskicounty.org)

Program Type: CCPT  
VCIN Certified: Yes      Fees: Yes  
Area Served: Floyd, Giles, Montgomery, Pulaski, Radford, Bland, Grayson, Galax, Wythe, Carroll  
**\* Vacant, Director**  
**Ms. Sophia Goad, Assistant Director**

## CCCA/PSA Agency Directory

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### **Norfolk Criminal Justice Services**

711 Granby Street  
Norfolk, VA 23510  
Phone: (757) 441-1413, ext.317  
Fax: (757) 441-1418  
Email: [mechelle.smith@norfolk.gov](mailto:mechelle.smith@norfolk.gov)

Program Type: CCPT  
VCIN Certified: Yes      Fees: No  
Area Served: Norfolk  
**\* Ms. Mechelle B. Smith, Director**

Adult Community Supervision Division  
Phone: (757) 441-1413, ext. 319  
Email: [darrell.hopkins@norfolk.gov](mailto:darrell.hopkins@norfolk.gov)

Program Type: S/A-CC  
**VACANT, Senior Local Probation Officer**

Pretrial Services Division  
Phone: (757) 441-1413, ext. 318  
Email: [tasha.brown@norfolk.gov](mailto:tasha.brown@norfolk.gov)

Program Type: S/A-PT  
**Ms. Tasha Brown, Senior Pretrial Officer**

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### **Northern Neck Community Based Probation and Pretrial Services**

3908 Richmond Road  
P.O. Box 1090 (mailing)  
Warsaw, VA 22572  
Phone: (804) 333-6015 / Fax: (804) 333-6029  
Main line: (804) 333-6015  
Email: [bseal@nnrj.state.va.us](mailto:bseal@nnrj.state.va.us)

Program Type: CCPT  
VCIN Certified: Yes      Fees: Yes  
Area Served: Lancaster, Northumberland,  
Richmond County, Westmoreland  
**\* Mr. Brian Seal, Director**

**ALL transfers (804) 333-6015**

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### **OAR/Jefferson Area Community Corrections**

750 Harris Street, Suite 207  
Charlottesville, VA 22903  
Phone: (434) 296-2441 / Fax: (434) 979-4038  
Email: [rcarew@oar-jacc.org](mailto:rcarew@oar-jacc.org)

Program Type: CCPT  
VCIN Certified: Yes      Fees: Yes  
Area Served: Albemarle, Charlottesville,  
Fluvanna, Goochland (No PT), Greene, Louisa,  
Madison, Nelson, Orange  
**\* Mr. Ross Carew, Executive Director**

Pretrial Services Program  
Phone: (434) 296-2441, Ext. 101  
Fax: (434) 979-4038  
Email: [akey@oar-jacc.org](mailto:akey@oar-jacc.org)

**Mr. Andre Key, Pretrial Program Manager**  
Area Served: Albemarle, Charlottesville,  
Nelson

Community Corrections Program  
Phone: (434) 296-2441, Ext. 129  
Fax: (434) 979-4038  
Email: [kmoores@oar-jacc.org](mailto:kmoores@oar-jacc.org)

**Ms. Katie Moore, Local Probation Program Manager**

Pretrial Services-Orange  
101 N. Madison Road  
Orange, VA 22960  
Phone: (540) 672-2881 / Fax: (540) 672-2889  
Email: [wsmallwood@oar-jacc.org](mailto:wsmallwood@oar-jacc.org)

Program Type: S/A-PT  
**Mr. Wesley Smallwood, Pretrial and Probation Manager**  
Area Served: Fluvanna, Greene, Louisa,  
Madison, Orange

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## CCCA/PSA Agency Directory

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### **Old Dominion Court Services Pretrial & Local Probation**

860 Smithfield Avenue  
Winchester, VA 22601  
Phone: (540) 665-5633, ext. 2602  
Fax: (540) 667-3875  
Email: [kchmura@fcva.us](mailto:kchmura@fcva.us)

**ALL TRANSFERS fax (540) 667-3875**

Program Type: CCPT  
VCIN Certified: Yes      Fees: Yes  
Area Served: Clarke, Frederick, Page,  
Shenandoah, Warren, Winchester  
**\* Ms. Kimberly Chmura, Community  
Corrections Chief**

Warren County ODCS LPA  
101 East Main Street  
Front Royal, VA 22630  
Phone: (540) 635-3900

Program Type: S/A-CC

Shenandoah County ODCS LPA  
215 Mill Road, Suite 108  
Woodstock, VA 22664  
Phone: (540) 459-6996

Program Type: S/A-CC

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### **Petersburg Community Corrections**

20 East Tabb Street, 3<sup>rd</sup> Floor  
Petersburg, VA 23803  
Phone: (804) 861-4275 / Fax: (804) 861-4399  
Email: [nloving@petersburg-va.org](mailto:nloving@petersburg-va.org)

Program Type: CCPT  
VCIN Certified: Yes      Fees: Yes  
Area Served: Dinwiddie,, Petersburg  
**\* Ms. Nicole Loving, Director**

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### **Piedmont Court Services**

1012-G West Third Street  
Farmville, VA 23901  
Phone: (434) 392-8161 / Fax: (434) 392-7503  
Email: [dwilliamson@localprobation.net](mailto:dwilliamson@localprobation.net)  
[pcs@localprobation.net](mailto:pcs@localprobation.net)

Program Type: CC PT (Prince Edward Only)  
VCIN Certified: Yes      Fees: Yes  
Area Served: Amelia, Appomattox,  
Buckingham, Charlotte, Cumberland,  
Lunenburg, Nottoway, Powhatan, Prince  
Edward  
**\* Mr. Donald Williamson, Director**

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### **Piedmont Court Services – Mecklenburg Co.**

423 Madison Street  
P.O. Box 430 (mailing)  
Boydton, VA 23917  
Phone: (434) 738-6191, ext. 4333  
Fax: (434) 738-6158  
Email: [jackie.townes@mecklenburgva.com](mailto:jackie.townes@mecklenburgva.com)

Program Type: CCPT  
VCIN Certified: Yes      Fees: No  
Area Served: Mecklenburg  
**\* Ms. Jackie Townes, Director**

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### **Portsmouth Community Corrections & Pretrial Services**

1701 High Street, Suite 103  
Portsmouth, VA 23704  
Phone: (757) 393-5237 x8786  
Fax: (757) 393-5372  
Email: [warrinerw@portsmouthva.gov](mailto:warrinerw@portsmouthva.gov)

Program Type: CCPT  
VCIN Certified: Yes      Fees: No  
Area Served: Portsmouth  
**\* Mr. Andy Warriner, Director**

## CCCA/PSA Agency Directory

Pretrial Services  
Phone: (757) 393-5168 / Fax: (757) 391-0393

Program Type: S/A-PT

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**Prince William County CJ Services**  
9540 Center Street, Suite 301  
Manassas, VA 20110-5550  
Phone: (703) 792-6065 / Fax: (703) 792-4664  
Email: [saustin@pwcgov.org](mailto:saustin@pwcgov.org)  
[tthomas2@pwcgov.org](mailto:tthomas2@pwcgov.org)  
[lstephens@pwcgov.org](mailto:lstephens@pwcgov.org)

Program Type: CCPT  
VCIN Certified: Yes Fees: Yes  
Area Served: Manassas, Manassas Park, Prince William  
**\* Mr. Steven R. Austin, Director**  
**Ms. Tomaudrie B. Thomas, Deputy Director**  
**Ms. Loretta Stephens, Manager**

Woodbridge Office  
13851 Telegraph Road, Suite 205  
Woodbridge, VA 22192  
Phone: (703) 792-6284 / Fax: (703) 792-4628  
Email: [manderson2@pwcgov.org](mailto:manderson2@pwcgov.org)

Program Type: S/A-CCPT  
**Ms. Maureen Anderson, Manager**

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**Rappahannock Regional Jail**  
1745 Jefferson Davis Hwy.  
P.O. Box 3300 (mailing)  
Stafford, VA 22555-3300  
Phone: (540) 288-5204  
Fax: (540) 658-0607  
Email: [khale@rrj.state.va.us](mailto:khale@rrj.state.va.us)

Program Type: CCPT  
VCIN Certified: Yes Fees: Yes  
Area Served: Fredericksburg, King George, Spotsylvania, Stafford  
**\*Ms. Kelly P. Hale, Director of Programs & Community Corrections**

**Probation transfers: (540) 288-5274**  
**Pretrial transfers: (540) 288-5275**

Pretrial Services Office  
Phone: (540) 288-5222 / Fax: (540) 288-5289  
Email: [iworley@rrj.state.va.us](mailto:iworley@rrj.state.va.us)

Program Type: S/A-PT  
**Mr. Imrie "Craig" Worley, Pretrial Program Manager**

Community Based Probation Office  
Phone: (540) 288-5226 / Fax: (540) 288-5289  
Email: [abaker@rrj.state.va.us](mailto:abaker@rrj.state.va.us)

Program Type: S/A-CC  
**Ms. Ann Baker, Community Based Probation Manager**

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## CCCA/PSA Agency Directory

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**Richmond Department of Justice Services,  
Division of Adult Programs**  
306 N. 8th Street  
Richmond, VA 23219  
Phone: (804) 646-0331 / Fax: (804) 646-8994  
Email: [Luis.Mercado@richmondgov.com](mailto:Luis.Mercado@richmondgov.com)

Program Type: CCPT  
VCIN Certified: Yes      Fees: Yes  
Area Served: Richmond City  
**\* Mr. Luis G. Mercado, Program Manager**

Probation Services  
Phone: (804) 646-0322 / Fax: (804) 646-8994  
Email: [monica.sedell@richmondgov.com](mailto:monica.sedell@richmondgov.com)

Program Type: S/A-CC  
**Mr. Monica Sedell, Probation Supervisor**

Pretrial Services  
Phone: (804) 646-0306 / Fax: (804) 646-8994  
Email: [juwandar.epps-hill@richmondgov.com](mailto:juwandar.epps-hill@richmondgov.com)

Program Type: S/A-PT  
**Ms. Juwandar Hill, Pretrial Supervisor**

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**Riverside Criminal Justice Agency**  
Local Probation and Pretrial Services  
6404 Courthouse Road  
Prince George, VA 23875  
Phone: (804) 733-2760 / Fax: (804) 733-2622  
Email: [dwaff@princegeorgecountyva.gov](mailto:dwaff@princegeorgecountyva.gov)  
Email: [cwalmon@princegeorgecountyva.gov](mailto:cwalmon@princegeorgecountyva.gov)

Program Type: CCPT  
VCIN Certified: Yes      Fees: Yes  
Area Served: Hopewell, Prince George, Surry  
**\* Ms. Denise Waff, Director**  
**Ms. Charlotte Walmon, Program Manager**

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**Rockingham-Harrisonburg Court Services Unit**  
20 East Gay Street  
Harrisonburg, VA 22802  
Phone: (540) 564-3144 / Fax: (540) 564-3393  
Email: [amfreeman@rockinghamcountyva.gov](mailto:amfreeman@rockinghamcountyva.gov)

Program Type: CCPT  
VCIN Certified: Yes      Fees: Yes  
Area Served: Harrisonburg, Rockingham  
**\* Ms. Ann Marie Freeman, Director**

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**Southside Community Corrections**  
201 Uriah Branch Way  
Emporia, VA 23847  
Phone: (434) 348-4269 / Fax: (434) 348-4260  
Email: [faisonc@southsideccjb.com](mailto:faisonc@southsideccjb.com)

Program Type: CCPT  
VCIN Certified: Yes      Fees: Yes  
Area Served: Brunswick, Emporia, Greenville,  
Sussex  
**\* Mrs. Clara Faison, Director**

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## CCCA/PSA Agency Directory

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### **Southwest Virginia Community Corrections**

2003 East Main Street  
P.O. Box 2725 (mailing)  
Lebanon, VA 24266  
Phone: (276) 889-5862 / Fax: (276) 889-5864  
Director: (276) 415-9813  
Email: [darinrussell@swvacc.net](mailto:darinrussell@swvacc.net)

Program Type: CCPT  
VCIN Certified: Yes      Fees: Yes  
Area Served: Bristol, Buchanan, Dickenson,  
Lee, Norton, Russell, Scott, Smyth,  
Tazewell (No CC), Washington, Wise  
**\* Mr. Darin Russell, Director**

### Probation Services

Phone: (276) 415-9815 / Fax: (276) 889-5864  
Email: [courtneyhaugh@swvacc.net](mailto:courtneyhaugh@swvacc.net)

Program Type: S/A-CC

**Ms. Courtney Haugh, Probation Coordinator**

### Pretrial Services

Phone: (276) 415-9814 / Fax: (276) 889-5864  
Email: [joshkiser@swvacc.net](mailto:joshkiser@swvacc.net)

Program Type: S/A-PT

**Mr. Josh Kiser, Pretrial Coordinator**

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### **Virginia Beach Office of CC & PT Services**

2425 Nimmo Parkway  
Court Support Bldg.10 B, Rm 107  
Virginia Beach, VA 23456  
Phone: (757) 385-4689  
Fax: (757) 385-1033  
Email: [akronenb@vb.gov](mailto:akronenb@vb.gov)  
[bquitaro@vb.gov](mailto:bquitaro@vb.gov)

Program Type: CCPT  
VCIN Certified: Yes      Fees: Yes  
Area Served: Virginia Beach  
**\* Ms. Allison-Kronenburg, Director**  
**Ms. Allison Kronenburg, Pretrial Supervisor**  
**Ms. Britani Quitaro, Probation Supervisor**

### **Pretrial transfers**

Phone: (757) 385-4574  
Fax: (757) 385-1815  
Email: [cadelane@vb.gov](mailto:cadelane@vb.gov)

**Ms. Carri Delaney, Pretrial Supervision Officer**

### **Probation transfers**

Phone: (757) 385-4961  
Fax: (757) 385-1033  
Email: [JMWeaver@vb.gov](mailto:JMWeaver@vb.gov)

**Ms. Julie Weaver, Probation Intake Officer**

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## CCCA/PSA Agency Directory

<u>Locality</u>	<u>Agency</u>	<u>Service Type</u>
Accomack	Accomack/Northampton Community Corrections	Community Corrections & Pretrial Services
Albemarle	OAR/ Jefferson Area Community Corrections	Community Corrections & Pretrial Services
Alexandria	Alexandria Community Corrections Program	Community Corrections & Pretrial Services
Alleghany	Court Community Corrections	Community Corrections
Amelia	Piedmont Court Services	Community Corrections
Amherst	Lynchburg Community Corrections & Pretrial Services	Community Corrections & Pretrial Services
Appomattox	Piedmont Court Services	Community Corrections
Arlington	Arlington County Sheriff's Office	Pretrial Services
Arlington	Arlington County Community Corrections Unit	Community Corrections
Augusta	Blue Ridge Court Services	Community Corrections & Pretrial Services
Bath	Court Community Corrections	Community Corrections
Bedford	Lynchburg Community Corrections & Pretrial Services	Community Corrections & Pretrial Services
Bland	NRV Community Corrections & Pretrial Services	Community Corrections & Pretrial Services
Botetourt	Court Community Corrections	Community Corrections
Bristol	Southwest Virginia Community Corrections	Community Corrections & Pretrial Services
Brunswick	Southside Community Corrections	Community Corrections & Pretrial Services
Buchanan	Southwest Virginia Community Corrections	Community Corrections & Pretrial Services
Buckingham	Piedmont Court Services	Community Corrections
Buena Vista	Blue Ridge Court Services	Community Corrections & Pretrial Services
Campbell	Lynchburg Community Corrections & Pretrial Services	Community Corrections & Pretrial Services
Caroline	Hanover Community Corrections & Pretrial Services	Community Corrections & Pretrial Services
Carroll	NRV Community Corrections & Pretrial Services	Community Corrections & Pretrial Services
Charles City	Colonial Community Corrections	Community Corrections & Pretrial Services
Charlotte	Piedmont Court Services	Community Corrections
Charlottesville	OAR/Jefferson Area Community Corrections	Community Corrections & Pretrial Services
Chesapeake	Chesapeake Community Corrections Program	Community Corrections & Pretrial Services
Chesterfield	Chesterfield Community Corrections & Pretrial Services	Community Corrections & Pretrial Services
Clarke	Old Dominion Court Services Pretrial & Local Probation	Community Corrections & Pretrial Services
Colonial Heights	Chesterfield Community Corrections & Pretrial Services	Community Corrections & Pretrial Services
Covington	Court Community Corrections	Community Corrections
Craig	Court Community Corrections	Community Corrections
Culpeper	Culpeper County Criminal Justice Services Program	Community Corrections & Pretrial Services
Cumberland	Piedmont Court Services	Community Corrections
Danville	Halifax/Pittsylvania Court Services	Community Corrections & Pretrial Services
Dickenson	Southwest Virginia Community Corrections	Community Corrections & Pretrial Services
Dinwiddie	Petersburg Community Corrections	Community Corrections & Pretrial Services
Emporia	Southside Community Corrections	Community Corrections & Pretrial Services
Essex	Middle Peninsula Local Probation & Pretrial Services	Community Corrections & Pretrial Services
Fairfax City	Fairfax Court Services Division	Community Corrections & Pretrial Services
Fairfax Co.	Fairfax Court Services Division	Community Corrections & Pretrial Services
Falls Church	Arlington County Community Corrections Unit	Community Corrections
Falls Church	Arlington County Sheriff's Office	Pretrial Services
Fauquier	Fauquier County Office of Adult Court Services	Community Corrections & Pretrial Services
Floyd	NRV Community Corrections & Pretrial Services	Community Corrections & Pretrial Services
Fluvanna	OAR/Jefferson Area Community Corrections	Community Corrections & Pretrial Services
Franklin City	Fifth Judicial District Community Corrections Program	Community Corrections & Pretrial Services
Franklin Co.	Halifax/Pittsylvania Court Services	Community Corrections & Pretrial Services
Frederick	Old Dominion Court Services Pretrial & Local Probation	Community Corrections & Pretrial Services
Fredericksburg	Rappahannock Regional Jail	Community Corrections & Pretrial Services
Galax	NRV Community Corrections & Pretrial Services	Community Corrections & Pretrial Services
Giles	NRV Community Corrections & Pretrial Services	Community Corrections & Pretrial Services
Gloucester	Middle Peninsula Local Probation & Pretrial Services	Community Corrections & Pretrial Services
Goochland	OAR/Jefferson Area Community Corrections	Community Corrections

## CCCA/PSA Agency Directory

<b><u>LOCALITY</u></b>	<b><u>AGENCY</u></b>	<b><u>SERVICE TYPE</u></b>
Grayson	NRV Community Corrections & Pretrial Services	Community Corrections & Pretrial Services
Greene	OAR/Jefferson Area Community Corrections	Community Corrections & Pretrial Services
Greensville	Southside Community Corrections	Community Corrections & Pretrial Services
Halifax	Halifax/Pittsylvania Court Services	Community Corrections & Pretrial Services
Hampton	Hampton-Newport News Criminal Justice Agency	Community Corrections & Pretrial Services
Hanover	Hanover Community Corrections & Pretrial Services	Community Corrections & Pretrial Services
Harrisonburg	Rockingham-Harrisonburg Court Services Unit	Community Corrections & Pretrial Services
Henrico	Henrico County Community Corrections Program	Community Corrections & Pretrial Services
Henry	Halifax/Pittsylvania Court Services	Community Corrections & Pretrial Services
Highland	Blue Ridge Court Services	Community Corrections & Pretrial Services
Hopewell	Riverside Community Corrections	Community Corrections & Pretrial Services
Isle of Wight	Fifth Judicial District Community Corrections Program	Community Corrections
James City	Colonial Community Corrections	Community Corrections & Pretrial Services
King and Queen	Middle Peninsula Local Probation & Pretrial Services	Community Corrections & Pretrial Services
King George	Rappahannock Regional Jail	Community Corrections & Pretrial Services
King William	Middle Peninsula Local Probation & Pretrial Services	Community Corrections & Pretrial Services
Lancaster	Northern Neck Community Corrections	Community Corrections & Pretrial Services
Lee	Southwest Virginia Community Corrections	Community Corrections & Pretrial Services
Lexington	Blue Ridge Court Services	Community Corrections & Pretrial Services
Loudoun	Loudoun County Community Corrections	Community Corrections & Pretrial Services
Louisa	OAR/Jefferson Area Community Corrections	Community Corrections & Pretrial Services
Lunenburg	Piedmont Court Services	Community Corrections
Lynchburg	Lynchburg Community Corrections & Pretrial Services	Community Corrections & Pretrial Services
Madison	OAR/Jefferson Area Community Corrections	Community Corrections & Pretrial Services
Manassas	Prince William Office of Criminal Justice Services	Community Corrections & Pretrial Services
Manassas Park	Prince William Office of Criminal Justice Services	Community Corrections & Pretrial Services
Martinsville	Halifax/Pittsylvania Court Services	Community Corrections & Pretrial Services
Mathews	Middle Peninsula Local Probation & Pretrial Services	Community Corrections & Pretrial Services
Mecklenburg	Piedmont Court Services-Mecklenburg County	Community Corrections & Pretrial Services
Middlesex	Middle Peninsula Local Probation & Pretrial Services	Community Corrections & Pretrial Services
Montgomery	NRV Community Corrections & Pretrial Services	Community Corrections & Pretrial Services
Nelson	OAR/Jefferson Area Community Corrections	Community Corrections & Pretrial Services
New Kent	Colonial Community Corrections	Community Corrections & Pretrial Services
Newport News	Hampton-Newport News Criminal Justice Agency	Community Corrections & Pretrial Services
Norfolk	Norfolk Criminal Justice Services	Community Corrections & Pretrial Services
Northampton	Accomack/Northampton Community Corrections	Community Corrections & Pretrial Services
Northumberland	Northern Neck Community Corrections	Community Corrections & Pretrial Services
Norton	Southwest Virginia Community Corrections	Community Corrections & Pretrial Services
Nottoway	Piedmont Court Services	Community Corrections
Orange	OAR/Jefferson Area Community Corrections	Community Corrections & Pretrial Services
Page	Old Dominion Court Services Pretrial & Local Probation	Community Corrections & Pretrial Services
Patrick	Halifax/Pittsylvania Court Services	Community Corrections & Pretrial Services
Petersburg	Petersburg Community Corrections	Community Corrections & Pretrial Services
Pittsylvania	Halifax/Pittsylvania Court Services	Community Corrections & Pretrial Services
Poquoson	Colonial Community Corrections	Community Corrections & Pretrial Services
Portsmouth	Portsmouth Community Corrections	Community Corrections & Pretrial Services
Powhatan	Piedmont Court Services	Community Corrections
Prince Edward	Piedmont Court Services	Community Corrections & Pretrial Services
Prince George	Riverside Community Corrections	Community Corrections & Pretrial Services
Prince William	Prince William Office of Criminal Justice Services	Community Corrections & Pretrial Services
Pulaski	NRV Community Corrections & Pretrial Services	Community Corrections & Pretrial Services
Radford	NRV Community Corrections & Pretrial Services	Community Corrections & Pretrial Services

## CCCA/PSA Agency Directory

<b><u>LOCALITY</u></b>	<b><u>AGENCY</u></b>	<b><u>SERVICE TYPE</u></b>
Rappahannock	Fauquier County Office of Adult Court Services	Community Corrections & Pretrial Services
Richmond	Richmond Pretrial and Probation Services	Community Corrections & Pretrial Services
Richmond Co.	Northern Neck Community Corrections	Community Corrections & Pretrial Services
Roanoke	Court Community Corrections	Community Corrections & Pretrial Services
Roanoke Co.	Court Community Corrections	Community Corrections & Pretrial Services
Rockbridge	Blue Ridge Court Services	Community Corrections & Pretrial Services
Rockingham	Rockingham-Harrisonburg Court Services Unit	Community Corrections & Pretrial Services
Russell	Southwest Virginia Community Corrections	Community Corrections & Pretrial Services
Salem	Court Community Corrections	Community Corrections & Pretrial Services
Scott	Southwest Virginia Community Corrections	Community Corrections & Pretrial Services
Shenandoah	Old Dominion Court Services Pretrial & Local Probation	Community Corrections & Pretrial Services
Smyth	Southwest Virginia Community Corrections	Community Corrections & Pretrial Services
Southampton	Fifth Judicial District Community Corrections Program	Community Corrections
Spotsylvania	Rappahannock Regional Jail	Community Corrections & Pretrial Services
Stafford	Rappahannock Regional Jail	Community Corrections & Pretrial Services
Staunton	Blue Ridge Court Services	Community Corrections & Pretrial Services
Suffolk	Fifth Judicial District Community Corrections Program	Community Corrections
Surry	Riverside Community Corrections	Community Corrections & Pretrial Services
Sussex	Southside Community Corrections	Community Corrections & Pretrial Services
Tazewell	Clinch Valley Community Action Program	Community Corrections
Tazewell	Southwest Virginia Community Corrections	Pretrial Services
Virginia Beach	Virginia Beach Office of Comm Corr & Pretrial Services	Community Corrections & Pretrial Services
Warren	Old Dominion Court Services Pretrial & Local Probation	Community Corrections & Pretrial Services
Washington	Southwest Virginia Community Corrections	Community Corrections & Pretrial Services
Waynesboro	Blue Ridge Court Services	Community Corrections & Pretrial Services
Westmoreland	Northern Neck Community Corrections	Community Corrections & Pretrial Services
Williamsburg	Colonial Community Corrections	Community Corrections & Pretrial Services
Winchester	Old Dominion Court Services Pretrial & Local Probation	Community Corrections & Pretrial Services
Wise	Southwest Virginia Community Corrections	Community Corrections & Pretrial Services
Wythe	NRV Community Corrections & Pretrial Services	Community Corrections & Pretrial Services
York	Colonial Community Corrections	Community Corrections & Pretrial Services



## Virginia Department of Criminal Justice Services Comprehensive Community Corrections Act and Pretrial Services Act AGENCY DIRECTORY INFORMATION UPDATE FORM

The Virginia Department of Criminal Justice Services (DCJS) maintains an Agency Directory for local probation and pretrial services agencies. In order to keep the Comprehensive Community Corrections Act (CCA) and Pretrial Services Act (Act) Agency Directory up-to-date, please use this form for either 1) updates or corrections to the Directory, or 2) Notification of extended leave (planned or unplanned) or an interim director and the new primary contact person and information.

Please fill in the name of your agency as it appears in the Agency Directory and fill out either section 1 or section 2. If this is a DCJS requested update and you have no changes, please check the box to indicate no changes for our records. Email this form to [CCCAPSA@dcjs.virginia.gov](mailto:CCCAPSA@dcjs.virginia.gov). If you have any questions, please contact your grant monitor.

**Agency Name** (as it appears in the Agency Directory):

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**Select one:**  Directory Update/Correction  Extended Leave/interim Director  No changes

**1. Please provide only new or changed information below:**

**Agency Director/Primary Contact**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Additional Contact**  **Satellite Office Contact** (select one)

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Main Office**  **Satellite Office** (select one)

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: VA Zip: \_\_\_\_\_

Agency Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Mailing Address (if different than physical address): \_\_\_\_\_

City: \_\_\_\_\_ State: VA Zip: \_\_\_\_\_

**Other Changes:** \_\_\_\_\_

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**2. Please complete the following information for extended leave or interim Director:**

**Select one:**  Departing  Extended Leave – effective Dates: Begin \_\_\_\_\_ to \_\_\_\_\_

**Name of person leaving or on leave:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Alternative contact:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: VA Zip: \_\_\_\_\_